

BANK OF BOTSWANA
BANKING SUPERVISION DEPARTMENT
COMPANIES



*Checklist of documents/information to be submitted on application for a
 Bureau de Change Licence by companies*

<i>For Official Use Only</i>	<i>Received</i>		<i>Folio/Comments</i>
	<i>Yes</i>	<i>No</i>	
<i>1. Application Forms (completed in duplicate)</i>			
<i>2. Non - Refundable Application fee (P2 000 + VAT)</i>			
<i>3. Certified Copy of Certification of Incorporation</i>			
<i>4. Certified Copy of Certificate of Registration (should include the words "bureau de change")</i>			
<i>5. Personal Questionnaire Form (completed by all Shareholders, Directors and Principal Officers of the Bureaux de Change)</i>			
<i>6. Curriculum Vitae of Shareholder(s), Director(s) and Principal Officer(s)</i>			
<i>7. A letter of consent from the principal/applicant for the Bank of Botswana to carry out a check on the financial propriety of the Directors, Shareholders and the Principal Officer</i>			
<i>8. Certified copies of official identity documents of the beneficial owners</i>			
<i>9. Two passport-size photos of each beneficial owner</i>			
<i>10. Financial reference from the current bankers of the Applicant</i>			
<i>11. Police Clearance Report of each beneficial owner</i>			
<i>12. Completed Security Vetting consent Form SVI by each beneficial owner (To be collected at the Bank of Botswana)</i>			

Applicant:.....

Checked by:

Date:.....

Signature:.....

BANK OF BOTSWANA

BANKING SUPERVISION DEPARTMENT

INDIVIDUALS



Checklist of documents/information to be submitted on Application for a Bureau de Change Licence by individuals.

For Official Use Only	Received		Folio/Comments
	Yes	No	
1. <i>Application forms (completed in duplicate)</i>			
2. <i>Non - Refundable Application fee (P2 000 + VAT)</i>			
3. <i>Certified Copy of Certificate of Registration (should include the words "bureau de change")</i>			
4. <i>Personal Questionnaire Form (All Shareholders, Directors and Principal Officers of the Bureaux de Change should complete the form)</i>			
5. <i>Curriculum Vitae of Shareholder(s), Director(s) and Principal Officer(s)</i>			
6. <i>A letter of consent from the principal/applicant for the Bank of Botswana to carry out an independent check on the financial propriety of the Director(s), Shareholder(s) and the Principal Officer</i>			
7. <i>Certified copies of official identity documents of the beneficial owners</i>			
8. <i>Two passport-size photos of each beneficial owner</i>			
9. <i>Financial reference from the current bank of the Applicant</i>			
10. <i>Police Clearance Report of each beneficial owner</i>			
11. <i>Completed Security Vetting consent Form SVI by each beneficial owner (To be collected at the Bank of Botswana)</i>			

Applicant:.....

Checked by:

Date:.....

Signature:.....